

PERSONNEL ACTION NOTICE

Gremlin
Gremlin Industries, Inc.

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> TERMINATION	EMPLOYEE NO.: 4072
EFFECTIVE DATE:			DEPARTMENT NO.: 750
NAME: STEVEN TAY			SOC. SEC. NO.:
ADDRESS:			
PHONE:			BIRTH DATE:
NAME & PHONE OF PERSON TO CALL IN CASE OF EMERGENCY:			
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> MARRIED BUT WITHHOLD AT HIGHER SINGLE RATE <input type="checkbox"/> HEALTH INSURANCE <input type="checkbox"/> DEPENDENT COVERAGE <input type="checkbox"/> LIFE INSURANCE			

Employee Status

<input type="checkbox"/> FULL TIME PERM.		<input type="checkbox"/> PT. TIME PERM.		<input type="checkbox"/> PROBATIONARY	
<input type="checkbox"/> EXEMPT		<input type="checkbox"/> NON-EXEMPT			
FROM: PROJECT ENGINEER			TO: PROJECT MANAGER		
PAYRATE \$ 20,000. annual			PAYRATE \$		
JOB CLASS 5-10			JOB CLASS		
DEPT. 750			DEPT.		
<input type="checkbox"/> RATE CHANGE		<input type="checkbox"/> CLASS CHANGE		<input type="checkbox"/> PROMOTION	
				<input type="checkbox"/> NEXT REVIEW:	

REMARKS:

EMPLOYEE'S SIGNATURE:	DATE:
SUPERVISOR'S SIGNATURE:	DATE:
DEPT. MANAGER'S SIGNATURE:	DATE:
PERSONNEL SIGNATURE:	DATE: